

**FSCS Steering Committee Meeting  
June 9 – 10, 2003**

**Minutes**

**Ritz Carlton Hotel, Pentagon City  
1250 Hayes Street, Arlington, VA 22022**

**Attending:**

**SDC's Elected:** Carolyn Ashcraft (Chair), Patience Frederiksen, Marianne Kotch, Fred Neighbors, and Alan Zimmerman.

**SDC's Appointed:** Darla Cottrill, Keith Lance, and Libby Law

**ALA:** Mary Jo Lynch was unable to attend.

**COSLA:** J. D. Waggoner was unable to attend.

**IMLS:** Michele Farrell

**NCES:** Adrienne Chute, Elaine Kroe, and Jeffrey Williams (Jeffrey Owings was unable to attend)

**NCLIS:** Bob Molyneux (Bob Willard was unable to attend)

**Federal Staff:**

**Census:** Patty O'Shea, Cynthia Jo Ramsey, Michael Freeman.

**NCES:** Peggy Quinn

**NCLIS:** Kim Miller

**Meeting Contractor (DB Consulting):**

Hazel Williams

**Welcome and Introductions:**

The meeting was called to order at 8:40 a.m. following the Elected SDC Caucus.

The absence of Mary Jo Lynch, J. D. Waggoner and Bob Willard was noted.

**Knowledge Sharing Episodes:**

**NCES:** Jeffrey Owings was unable to attend because of budget meetings. After reporting that Jeffrey Owings son is still stationed in Iraq and not expected to return until September, Jeff Williams reported on the status of various surveys and projects:

- OERI has a new name – Institute for Educational Services (IES)
- FSCS PLS: 2001 adjudication went smoothly. Data should be on the Web in late June/early July. The data submission process was kept open until August and all states submitted data except Minnesota.
- The NCES Quick Guide to Education Data Resources brochure was sent to all 9,000 public libraries.
- Dr. Robert Lerner has been nominated to be Commissioner of Education Statistics for a term expiring June 21, 2009.
- StLA Survey: Data was received from all states, including MN.

- Academic Libraries Survey (collected in even years): The deadline for the data collection was March. There was an 87% response rate.
- The Elementary Secondary Longitudinal Study of 10<sup>th</sup> graders included school library-media center questions. The highest response rate was by school library-media center specialists.
- Adrienne Chute and Denise Davis are working with ESSE on an analysis of the school library-media center data.
- Household Survey: This is Adrienne Chute's area. Data response rate was good. Census is processing the data, which will be delivered to NCES.
- Mapping Project: FSU has an IMLS grant to map the public library service areas that do not conform to standard Census definitions.

**CENSUS:** Patty O'Shea summarized the CENSUS log which was distributed to the committee.

- 2001 Data: Amendments have been made to the E.D. TabsS as a result of the Adjudication of the 2001 data,
- 2002 Data: Group 1 has closed out. Six states have submitted data for Group 2 even though the Keppel deadline is July 3 and final deadline is not until July 31. The deadlines for Group 3 are: Keppel August 15 and final August 21.
- There was a discussion about status of receiving data from Territories and the interpretation of the new IES policy regarding travel for the Territories. Michele Farrell informed the Steering Committee that IMLS provided training at the PREL (Pacific Regional Education ) conference as a way of reaching the territories.

**NCLIS:** Bob Molyneux reported that Bob Willard was unable to attend because of a family emergency. A report was included in the handouts provided for the Steering Committee.

**IMLS:** Michele Farrell reported

- 42 applications were received for the NALS and NAMS program.
- The fall conference is scheduled for November 17-19 and will provide training on the new automated reporting process.
- Lori Books, formerly Director of the School Library System at the Tompkins-Seneca-Tioga BOCES in Itboca, is a new program officer whose area of focus will be school library-media center. She also worked in NH and in ME as Director of the Orono Public Library.
- Allison Freese is the new Native American Program Officer. She is from the NM State Library.
- IMLS is participating in the National Book Festival and is providing a grant of \$100,000.
- The National Leadership Grant Project web site includes a tutorial to help grant applicants define and develop good project plans.
- 76 applicants have been received for the Recruitment & Educating Librarians for the 21<sup>st</sup> Century program (Masters Level – 50, Doctoral – 10, Pre-professional –

10, Research Projects – 6). Awards will be announced in October. Stephanie Clark is the Program Officer and another program office is to be hired.

- There is no updated information regarding re-authorization of LSTA.

**COSLA update:** A report was included in the packet distributed to those attending meeting. Noted: Peggy Rudd (TX) will replace Amy Owen (UT) as the COSLA representative for the StLA Survey Steering Committee.

**General Discussion:**

Carolyn Ashcraft asked each subcommittee to review the 2003 objectives and the To-Do list included with the March minutes.

Jeff Williams and Elaine Kroe informed the Steering Committee the Chief Statistician's Office will require each record to include the beginning and ending date for the fiscal year of the data by FY2005.

There was a discussion of Bob Molyneux's web site Index to NCES's Library data pages and the need to have an official location for the site. It was decided to have the NCLIS host the site. Additional discussion included adding the following to the site: Eckard Award Winners, Maps based on ranking tables, and How To Do It information (Best Practices). Everyone was encouraged to look at the site. This site is to be presented to the SDC's at the December conference.

On Monday each subcommittee met. On Tuesday all Steering Committee members attended subcommittee sessions.

There will be one SDC vacancy on the Steering Committee in 2004. Suggestions for nomination for this position were discussed. Two nominees are needed. Carolyn Ashcraft is to contact candidates and present the Steering Committee with the names of two SDC at the September Steering Committee meeting..

The need to survey SDC's on so many different issues resulted in the decision to have Kim Miller coordinate the communication with SDC's.

There was a discussion about vacant SDC positions. Michigan may be hiring someone this month. Bruce Pomerantz has indicated that Minnesota will submit 2003 data.

There was a discussion about how to work with states who can't or won't send SDC's to the Conference. Keith Lance is to survey SDC's to determine if any anticipate a problem with attending the Conference. Kim Miller is to post the dates and location of the December meeting on the List as soon as possible in order to provide as much planning time as possible,

Kim Miller is to provide information to SDC's about training grant on the SDC listserv.

**2003 Objectives:** The Steering Committee began reviewing the 2003 Objectives. Concerns were expressed regarding the role of the Data Collection Subcommittee. Although Darla Cottrill had to leave early, the Committee reviewed the problem with Edit Checks and was identified as a high priority. A high priority is the Review, Update, and Setting of parameters for edit checks.

The list of standard edit checks for 2003 data is to be sent to states as soon as possible.

It appears that the historical tracking objective may have been accomplished. This will now be moved to Data Use for a possible E.D. Tabs table. Carolyn will inform Darla Cottrill of suggested wording changes to the first objective.

The Steering Committee began a review of the objectives and made the following changes:

**Steering Committee:**

Change the third objective to reflect focus on training in use of web-based data use products in individual states.

**Data Collection Subcommittee:**

Change wording of the first objective to: Sustain, support and improve function of WinPLUS.

Move the 5<sup>th</sup> objective to Data Use.

**Schedule of upcoming meetings:**

September Meeting: September 15,16,17 Doubletree, Rockville, MD followed by the StLA Survey Steering Committee meeting Sept 17 (p.m.) – 18 (a.m.).

December Conference: December 7-10 Westin Grand, 24<sup>th</sup> and M Street, near Foggy Bottom Metro station.

Plus	Minus
<ul style="list-style-type: none"> <li>• Weather (no rain)</li> <li>• Cynthia Ramsey – data charts to Al</li> <li>• Hotel</li> <li>• Birthday torte</li> <li>• Efficient use of time</li> <li>• Fun Group</li> <li>• Restaurants within walking distance</li> <li>• Shopping within walking distance</li> <li>• Metro Stop convenient</li> <li>• Libby providing 1990 data to Bob Molyneux</li> <li>• Having a computer during the meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Missed Mary Jo and J. D.</li> <li>• Communication regarding overnight policy</li> </ul>

**Data Collection:** Darla Cottrill, Chair

Patty O'Shea requested we contact the SDC's regarding suggestions for edit checks on the new data elements. Darla C. will survey the SDC's and request response by 7/15/03.

Census has suggested dropping the edit check for Geo Code. If code is changed from original code, question will ask "Did legal service area boundary change". Yes or No answer. If YES, change is acceptable, if NO, then original answer should not have been changed.

For a cost savings, it was suggested that submission follow-ups that are emailed to SDC's not be sent Fed Ex also.

Quality has definitely improved according to Elaine Kroe and Patti O'Shea. It is the opinion of the committee that the workshops and mentor process has contributed to this improvement.

**Data Conference Subcommittee:** Marianne Kotch, Chair

The subcommittee discussed the possibility that state budget cuts and travel restrictions may limit state representation at the Conference. Participants should be made aware that the conference includes training as well as an opportunity for individual state participation in deciding the direction of the FSCS program. We will consider a change in the conference name to reflect this purpose in September. The Chair of the Steering Committee chair will send a "call to the conference" letter, which conveys the importance of having representation for each state. The invitation to the December Conference will be sent after the September Meeting. Kim Miller is to post the dates and location of the December meeting on the List as soon as possible so that the States can begin making plans. Kim will also ask SDC's if they foresee any problems with their ability to attend.

The committee revised the draft agenda, making changes in time allotted for specific programs, particularly the awards and candidates' forum and in the order of concurrent sessions. We also discussed the "Tips and Tricks" session, and Marianne will poll SDC's to find out what software they need help with for this session. For another concurrent session, mentors will also survey SDC's about use of web tools to address local and state problems.

The committee developed mentor questions which will be sent to SDC's ahead of time. There was a discussion about sharing information about training grants awarded to states and about the need for a COSLA panel. One possible topic for that segment is "Changes they see in the future" and Marianne will discuss the possibilities with JD. If he feels there is no need for such a panel, we will need to identify another luncheon speaker for Tuesday. Jeff Williams is to contact Dr. Lerner regarding amount of time and schedule of presentation by the new NCES commissioner.

Each SDC will be asked to bring a NEW XL t-shirt from his/her state to exchange at the Sunday reception.

**Data Elements Subcommittee:** Keith Lance, Chair

There was a discussion regarding the Ballot year VS the Operating Year. The timing of the ballot must meet the CENSUS schedule for development of software.

Keith Lance reported on the failure to solicit pro and con statements to accompany the ballot in the rush of mailing the ballot. A revision of the process was discussed with a close look at the time line. An official proposal for the revision of the process will be presented to the committee in September. Changes discussed included:

Under Year One:

Add Provide Pro/Con argument under #2

Delete the last sentence under #4

Proposed new/revised data elements should include information about proposed edit checks

Proposed Schedule:

- June: After the June Steering Committee meeting Data Elements Subcommittee Chair to solicit new and revised data elements from SDC's. Mentors are to work with SDC's on the proposals.
- September Steering Committee Meeting: The Data Elements Subcommittee is to discuss proposed new and revised data elements. NCES and CENSUS begin reviewing the definition issues after the September Steering Committee meeting.
- October-November: Data Elements Subcommittee Chair will use the Discussion list to identify Pro's and Con's.
- December: Schedule Pro and Con speakers for the Conference
- January-February: Finalize the ballot language
- March: Finalize Ballot including Pro and Con statements. At the end of the March meeting the ballot is should be ready to mail.

Generally only items received prior to the September Steering Committee meeting will be included on the ballot. It is almost impossible for a new data item proposed at the Conference to be developed, balloted and included on the next version of WinPLUS. There may be some data element proposals at the December Conference that needs to be included on the ballot: Factors determining a fast track for data elements are:

- Impact on existing definitions and associated changes
- Methodological complexity/consensus
- Substantive importance
- Number of State already collecting (process and experience)
- Clarity of language, concept
- Deletion
- Edit Check issues (or lack thereof)

Bob Molyneux offered to test proposed data, collect information from states regarding which states are already collecting the proposed data, and analyze various definitions and methodologies.

The need to review edit checks was mentioned – specifically the current range for changes in Federal and State revenue.

Issues that need to be clarified about the new data items were identified:

Kim will inform SDC's of the URL for the new data items.

Keith Lance is to inform SDC's about the discussion of a variety of data elements including:

Databases and current electronic serial subscriptions: These data items are mutually exclusive – report either as databases or as current elect serial, not in both places.

Electronic access expenditures: This will now be reported under “Other Expenditures”

Contract Staff expenditures: Where should libraries report expenditures for contract staff? (re LSSI in California). This led to a discussion of impact of restructuring of public libraries through contracting for staff, contracts with other libraries, and contracts with private or not-for profit organizations. The general consensus is that Contract staff expenditures should be reported under “Other Expenditures” unless there is documentation about actual staff cost. Bob Molyneux and Alan Zimmerman are to investigate to determine the extent of this and make a recommendation at the September meeting.

FTE staff for unfilled positions: The FTE staff definition was reviewed. Libraries are to report the count of ALL existing FTE's whether the position occupied or vacant. In light of the current financial situation it needs to be made clear that only those positions included in the budget are to be reported.

Programming: The addition of data elements for Adult Programming and Number of Programs was discussed. Patience Frederiksen described the various types of programming data collected in Alaska. The recommendation is to add three data elements: Number of Programs for Children, Total Number of Programs and Total Program Attendance. Keith Lance will check web sites to identify libraries currently collecting the program. Patience is to draft definitions.

“Dial-a-Story” use: The Subcommittee reviewed the current definition for program attendance and determined that Dial-a-Story doesn't meet the implication of the “public event” part of the definition. A public event implies people gathered together in a location, an event, gathering, or group. Dial-a-Story is a service.

Equipment Expenditures: There was a discussion about when expenditures for equipment are to be reported under Capital Expenditures and when they are to be reported under Operating Expenditures. The definition indicates that expenditures for replacement of equipment should be reported as Operating Expenditures. Capital Expenditures are significant expenditures for new equipment, facilities, vehicles.

Source of Capital Revenue: There may be a need to know the source of Capital Revenue. Al Zimmerman and Libby Law are to develop a proposal for addition new Data Elements for Capital Revenue by Source.

Number of Electronic Downloads and Electronic Training: The Subcommittee recognized that Number of Electronic Downloads and Electronic Training is not ready for prime time. Few states are currently collecting this information.

Legal Name of Library: The problems in the various formats submitted for the Legal Name of the Library led to a recommendation to have SDC report the full name, with no abbreviations. Standard abbreviations are in the manual. It was noted that the Post Office has official abbreviations which they prefer. Bob Molyneux and Michael Freeman are to study this and report in September.

E-mail address of Director: It was noted that there may be a problem related to confidentiality in regard to reporting the e-mail address of the director.

Digitization expenditures: Where should expenditures related to digitization be reported? Keith Lance is to poll SDC to determine how these are currently being reported.

Virtual Reference Transactions: The definition for Number of Reference Transactions was edited to make it clear that Virtual Reference transactions are to be included.

Circulation: The definition for Circulation was edited to remove the word "Note".

Juvenile Circulation: The Juvenile Circulation is to be revised to repeat the original definition instead of including a reference to a previous definition.

Data Element #52 Users of Electronic Resources: To be edited to remove the reference to the product "Historian". SDC's have been unable to locate this product. Bob Molyneux mentioned "Project Counter" which may eventually be available.

Circulation of E-books: How to count circulation of E-books was discussed. There are many issues involved. This is not ready for prime time.

Central Library: Adrienne Chute mentioned a problem with the definition of Central Library. She is to bring this to the September meeting.

A FAQ site is needed to address definition changes and interpretation. Kim Miller has gathered all of the historical definitions.



The Subcommittee recommended the addition of an E. D. Tabs' chart: Internet terminals per Stationary Outlet (Central and Branches only, not bookmobiles).

**Data Use Subcommittee:** Alan Zimmerman, chair

Eckard award -- Up to 5 Eckard awards may be made. Plans are to focus on web presentation of data. Nominations are to be solicited for State Library statistical Web sites. States will be notified in July that they may nominate a WEB site for the award. Criteria for what makes a good WEB site was discussed.

- Ease of Use (Navigation)
- Stability of Site (Address – home page for statistics)
- Prominence on site.
- Maintenance of links
- Links to NCES tools included
- Standard WWW Consortium
- ADA/Section 508 compliance
- Esthetics (layout) and usability
- Timeliness of data
- Presentation: charts, ranking or just data
- Usability: Options, PDF, EXCEL or both – data file VS report

Alan Zimmerman is to solicit nominations of WEB sites from SDC's in July. Mentors will review the sites during August. At the September meeting the Data Use Committee will review the nominated sites and identify the "best". Those sites receiving the Eckard Award will be asked to make a 10 minute presentation at the Conference.

Bob Molyneux mentioned two recent articles published in Kentucky as possible nominations. He is to send copies of the articles to Alan Zimmerman.

Bob Molyneux has developed a WEB site to facilitate access to library data. An official home is needed for this site. After considerable discussion the Subcommittee recommended that this site be hosted by NCLIS. There was also a discussion of other information that should be included on this site.

Mapping Project: The Alpha Version is scheduled to be available in July. This product is not yet ready for inclusion in the December Conference.

There is a problem with accessing data about libraries because of the use of abbreviations and acronyms in the NCES Peer Tool. SDC are to be reminded to submit the full legal name of the library. CENSUS will need to provide a longer field. The Subcommittee referred the problem with variety of format of Legal Name of Library and the variety of format of the Street Address and Mailing Address to the Data Collection Subcommittee.

Non FSCS public libraries. There was a discussion regarding the handling of the data for libraries which do not meet the FSCS definition of public library. The Subcommittee decided: The Universe is the libraries reported by the States regardless of whether they meet the definition or not. Those meeting the definition are a subset. The Peer tool should indicate in some way the libraries that do not meet the definition.

Those attending the conference last year indicated that they would like a repeat of the EXCEL breakout session. The subcommittee discussed expanding this to include other software products such as ACCESS, Powerpoint, MapQuest, Bibliostat Connect. The SDC's are to be surveyed to determine interest in this and what products are to be demonstrated.

Members of the subcommittee are to review the current E.D. Tabs (layout and footnotes) and identify additional data for including in future publication (for current and new data items). Additional charts for the E.D. Tabs proposed included: square footage per central libraries and average square footage per branch library and number of public access terminals per outlet (centrals and branches, excluding bookmobiles)

### **To Do List:**

**All:** Send survey questions and information to be sent to SDC's to **Kim Miller** as quickly as possible.

**All:** Review the draft minutes and inform **Kim** of any changes needed within one week of receiving the draft.

**All:** Review Bob Molyneux's web site.

**Carolyn Ashcraft:** Prepare a "Call to Conference" letter to be sent to SDC. Letter to stress the importance of attending for training and for having a state's voice in the decisions.

**Carolyn Ashcraft:** Contact the candidates and present the Steering Committee with the names of two SDC at the September Steering Committee meeting.

**CENSUS:** Send the 2003 record layout and edit checks to SDC as quickly as possible.

**CENSUS:** Need longer field for name of library to avoid abbreviations.

**Adrienne Chute:** Prepare proposal for revision of central library definition for September meeting.

**Darla Cottrill:** Send Data Collection Subcommittee survey questions about suggested edit checks for new data elements to **Kim**.

**Data Collection Subcommittee:** Develop a solution for the problem of the various formats of Legal Name of Library and address format and present this at the September meeting.

**Data Collection Subcommittee and Cynthia Ramsey:** Review the edit check for State and Federal Revenue.

**Data Use Subcommittee:** Review the current E.D. Tabs (layout and footnotes) and identify additional data for including in future publication (for current and new data items) for discussion at the September meeting.

**Patience Frederiksen:** Develop draft definitions for programming (children and total number of programs, attendance at programs)

**Michael Freeman and Bob Molyneux:** Identify the solution to the changes in "Name of Library" and report at the September meeting.

**Marianne Kotch:** Compile Mentor Session questions which are to be sent to SDC's prior to the Conference.

**Marianne Kotch:** Remind **Mentors** to survey their SDC's about experience in use of analysis tools (Peer, Locator and Bibliostat Connect) to solve local problems.

**Marianne Kotch:** Contact **J. D. Waggoner** about COSLA participation in the Conference.

**Marianne Kotch:** Contact **Mary Jo Lynch** for name(s) of speaker(s) if there will be no COSLA program.

**Marianne Kotch:** Contact **Cheryl Kirkpatrick** (South Carolina State Library) about making a presentation at the Conference.

**Marianne Kotch and Alan Zimmerman:** Send information to **Kim** to survey SDC's on Tips and Tricks training needs (EXCEL, ACCESS, POWERPOINT, MAPQuest, etc.)

**Keith Lance:** Present proposal for revising process for data item changes at the Sept meeting.

**Keith Lance:** Solicit new/revised data elements. Send to **Kim** for inclusion in subcommittees' email survey.

**Keith Lance:** Inform SDC's of the Chief Statistician's requirement for including beginning and ending dates for the fiscal year in each record by FH2005.

**Keith Lance:** Send information to **Kim Miller** for poll of SCD's regarding where to report digitization of library materials.

**Keith Lance:** Send information to **Kim Miller** for poll of SDC's regarding issue of contract staff.

**Keith Lance:** Bring the data revision process revisions to the September meeting.

**Keith Lance:** Survey SDC's to determine if any anticipate a problem with attending the Conference.

**Keith Lance:** Check state web sites to determine which states are currently collection programming data.

**Libby Law and Alan Zimmerman:** Draft definitions for Capital Revenue by Source of funds.

**Libby Law:** Provide **Kim** with "To Do" list.

**Mentors:** Contact SDC's in mentor states about experience using analysis tools (Peer, Locator, Bibliostat Connect) to solve local problems and inform **Marianne Kotch** of results.

**Mentors:** Review web site Eckard Award nominees in August.

**Kim Miller:** Coordinate the communication of the various surveys and request for information by the members of the Steering Committee. (Edit Checks for new data edits, Conference dates, Tips and Tricks training needs, grants for training). Send to SDC's via email requesting replies to Kim. Kim will compile information and send responses to Subcommittee chairs.

**Kim Miller** is to provide information about grant funds available for training on the SDC listserv.

**Kim Miller:** Post the dates and location of the December meeting on the List as soon as possible.

**Kim Miller:** Provide URL for the new data item definitions.

**Bob Molyneux:** Send the name of the person in SC who used FSCS data in his/her dissertation to Al Zimmerman.

**Bob Molyneux and Michael Freeman:** Identify the solution to the changes in "Name of Library" and report at the September meeting.

**Bob Molyneux** mentioned two recent articles published in Kentucky as possible nominations. He is to send copies of the articles to **Alan Zimmerman**.

**Bob Molyneux:** Help identify state(s) already collecting specific data elements for new data items submitted for the September meeting.

**Bob Molyneux** is to post his One-Stop-Shopping site on the NCLIS Web site.

**Bob Molyneux and Alan Zimmerman:** Investigate the extent of contract staff and other contract services.

**NCES:** Revise Peer Tool to identify libraries which do not meet the FSCS definition of a Public Library.

**Cynthia Ramsey:** Inform **Alan Zimmerman** of the response rate for the square footage data element in the outlet table.

**Cynthia Ramsey and Data Collection Subcommittee:** Review the edit check for State and Federal Revenue.

**Cynthia Ramsey:** work with **Alan Zimmerman** on historical tracking (vital statistics – birth, death, marriages, divorces) data.

**Subcommittee Chairs** are to review the 2003 Objectives.

**Subcommittee:** Review By-laws

**Jeffrey Williams:** Invite Dr. Lerner, new NCES commissioner to conference and let **Marianne** know when Dr. Lerner will be available and amount of time he needs on the program.

**Alan Zimmerman:** Check with FSU to identify any abbreviation/format problems with address field.

**Alan Zimmerman:** Notify SDC's of the plans and criteria for the Eckard Award and solicit nominations and provide instructions for review of web site.

**Alan Zimmerman and Libby Law:** Draft definitions for Capital Revenue by Source of funds.

**Alan Zimmerman** to work on table for 2002 E.D. Tabs regarding historical data (vital statistics - birth, death, marriages, divorces). – a comparison of 2002 with 2001.

**Alan Zimmerman and Marianne Kotch:** Send information to **Kim** to survey SDC's on Tips and Tricks training needs (EXCEL, ACCESS, POWERPOINT, MAPQuest, etc.)

**Alan Zimmerman and Bob Molyneux:** Investigate the extent of contract staff and other contract services.